

HOW TO CREATE A PROFILE FOR A TRAVEL ARRANGER

Note: Travel arrangers need to set up their profile before the traveler can designate them as a travel arranger.

1. Go to www.cwgt.com
2. Select Travel Center
3. Select Department of the Interior
4. Select your Bureau
5. Select your Region
6. Click on **Create New Traveler User ID / Profile**
7. Complete all required fields, indicated with an asterisk (*). Even though the charge card number and expiration date do not have an *, please complete both fields, as this information is needed before a trip may be booked.
 - a) Enter your legal name as it appears on your government charge card.
 - b) In the User ID-Last 4-6 numbers (you select), enter 4 - 6 numbers. These numbers will become the last characters of a system assigned user id. Do not include any special characters and do not include any series of numbers from your social security number.
 - c) The user id field is completed by the system when you click in this box and is based on the first digit of your first name, the first four digits of your last name, and the 4-6 numbers that you entered in part b) above.
 - d) Enter Password: This is case sensitive and requires a minimum of 5 characters (may be numbers, letters, or a combination.)
 - e) Confirm Password: Re-entering password will reduce the possibility of incorrectly entering the password.
 - f) Enter your business mailing address, business e-mail address, business phone number, and fax number. Dashes are OK. Do not use slashes.
 - g) Select "Master Card" as the Credit Card Type. Enter your 16 digit government charge card number and expiration date. Select "Both" when asked if this card is to be used for air and hotel.
8. Click on submit (**SINGLE CLICK ONLY**) to complete your basic profile. You may need to wait a few seconds for the profile to take. **Do not** click again or a portal error or a duplication error could occur. Once you complete the basic profile, the system will automatically take you to "**My Account**". There are various hyperlinks which display Personal Information and various travel preferences including flight preferences, hotel preferences, rental car preferences, frequent traveler programs, and password/travel visas to be displayed and edited. While these sections are optional for booking travel, the traveler (or designated travel arranger) may complete these sections to provide maximum benefits to the traveler.
9. Click on the big red [CLICK HERE](#) button to close the window.

Now that you have established your profile, the travelers may enter their own profiles or you as the travel arranger may enter the traveler's profiles for them. This decision is to be made by your office manager. When the profile for the traveler is being entered, the traveler (or travel arranger) may establish a link between the traveler and the travel

arranger by adding the name of the travel arranger in the “**My Account**” section (instructions are included in the “How to Create A Profile for a Traveler” icon). However, if your office requires the travel arranger to complete that link and the travel profile has been already completed for the traveler, here are the steps you would need to follow. This would need to be done **AFTER** the travel profile is completed.

How A Travel Arranger Adds Travelers

This can only be done **AFTER** the travel profile is completed.

1. Click on Modify Existing Traveler User ID/Profile
2. Key user id and password of the travel arranger
3. Click on My Account (top right hand menu)
4. Click on “People I Arrange Travel For” under the “Travel Arranger Settings” Section
5. Click on the green Add button
6. Type the first and last name of the traveler in the “Search for a Traveler” section
7. Click on Search. The traveler will be displayed under the “Add a “Traveler” section
8. Click the green Add button to complete the link. A blue check mark will appear in the “Task Successful” box at the top of the screen.

How to Modify a Basic Profile

This would be used when you wish to modify your own personal information or travel preferences.

1. Click on **Modify Existing Traveler User ID/Profile**
2. Key the user id and password of the travel arranger
3. Click on “**My Account**” (top right hand menu)
4. Click on the section you wish to modify
5. Click Save when finished modifying. “My Account” should be displayed with a blue arrow in the Task Successful box along with a message you have successfully saved changes to your profile.
6. Click in the Red **Click Here** button to close the window

BASIC TIPS

Travelers who need to be removed from a travel arranger’s profile:

1. Click on “People I Arrange Travel For” under the “Travel Arranger Settings” Section. The names of the traveler will be displayed in the “People Allowed to Arrange My Travel” section.
2. Click on the blue **REMOVE** button. A blue check mark will appear in the Task Successful box at the top of the screen.

CREATE TRAVEL ARRANGER PROFILE



Create New Traveler Profile

(*) Indicates required fields

Full Legal First Name

John *

Middle Initial

Q

Full Legal Last Name

Fishe *

User ID - Last 4-6 numbers (you select)

1234 * ②

User ID

jfish1234 * ②

Password

* ②

Confirm Password

* ②

Street Address 1

134 Union *

Street Address 2

City

Denver *

State

CO *

Zip Code

80123 *

Business Email

john_fishe@fws.gov *

Business Phone

303-888-8888 *

Fax Number

302-999-9999 *

Credit Card Type

Master Card *

Credit Card Number

5568111111111111

Credit Card Expiration Date (MM/YYYY)

5 - May / 2009

Is this card to be used for:

Both

Submit

Reset

Close Window



TRAVEL ARRANGER PROFILE



Welcome John Fishe

[Home](#) | [My Account](#) | [My Trips](#) | [My](#)

Message

Thank you for building your profile. Please feel free to update any other profile items by selecting one of the link below. When finished, [CLICK HERE](#) to close the window.

My Account

Account Settings

Personal Information

Edit your name, address, phone number and miscellaneous personal information.

Change Password

Change your current password to a new password.

Charge Card Settings

Add, modify, or remove charge card information.

E-mail Settings

Edit the e-mail address for yourself and others who r your itinerary.

Display Preferences

Edit your preferences for time format, default currency language.

Travel Preferences

Flight Preferences

Edit your preferences for airlines, seat selection, meal types, and special requests.

Frequent Traveler Programs

Add, modify, or remove frequent flyer, rail loyalty, hotel car loyalty programs.

Hotel Preferences

Edit your preferences for hotel chains and special request.

Passport and Travel Visas

Add, modify, or remove passports and travel visas.

Rental Car Preferences

Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.

Travel Arranger Settings

People I Arrange Travel For

Add or remove users for whom you arrange travel.

People Allowed to Arrange my Travel

Add or remove users allowed to arrange your travel.

[Exit](#)



Welcome John Fishe

 **Task Successful**

You have successfully added John Traveler as one of your travelers.



Thank you for building your profile.
Please feel free to update any other profile items by selecting one of the links below. When finished, **CLICK HERE** to close the window.

My Account

People I Arrange Travel For

E-mail Settings

Please answer the following questions and then click the "Save" button.

Who do you want to send confirmation e-mail to? **Me and my traveler**

Save

Add a Traveler

As a travel arranger, you can make air, car, and hotel reservations for travelers.

To add a traveler, click the "Add" button.

Add

People I Arrange Travel For

Traveler's Name	E-mail	Permissions	Remove
John Traveler	John_Traveler@fws.gov	Arrange Travel	<u>Remove</u>

My Account Options

- Account Settings**
 - [Personal Information](#)
 - [Change Card Settings](#)
 - [E-mail Settings](#)
 - [Display Preferences](#)
- Travel Preferences**
 - [Frequent Traveler Programs](#)
 - [Passport and Travel Visas](#)
 - [Flight Preferences](#)
 - [Hotel Preferences](#)
 - [Rental Car Preferences](#)
- Travel Arranger Settings**
 - [People I Arrange Travel For](#)
 - [People Allowed to Arrange my Travel](#)

Exit My Account